

SPECIFICATIONS FOR JANITORIAL SERVICE  
CLINICAL LABORATORY, MONTGOMERY, AL

**SECTION I: SCOPE**

1. CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT AND SUPERVISION, TO MAINTAIN THE FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS.
2. ALL DAILY SERVICES ARE TO BE PERFORMED FIVE DAYS EACH WEEK, FROM 7:00AM TO 11:00AM MONDAY THROUGH FRIDAY, UNLESS OTHERWISE SHOWN ON THE BID.
3. SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED BY THE DEPARTMENT.
4. NO CLEANING OPERATION WILL BE AFTER 11:00AM WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT. THE ONLY EXCEPTION WILL BE FOR THE STRIPPING, WAXING AND SHAMPOOING WHICH MAY BE DONE AFTER HOURS WHEN PRE-APPROVED BY THE LAB.
5. CLEANING TIMES ARE FIRM, 7:00AM TO 11:00AM, AND WILL NOT BE ALTERED. EMPLOYEES ARE NOT TO ARRIVE ON PREMISES PRIOR TO 7:00AM AND ARE NOT TO REMAIN LATER THAN 11:00AM. EMPLOYEES ARE NOT TO ENGAGE IN LENGTHY CONVERSATION WITH LAB EMPLOYEES. CONTRACTOR IS TO SUBMIT IN WRITING EMPLOYEE BREAK TIMES PRIOR TO COMMENCEMENT OF CONTRACT. EMPLOYEES MAY BREAK ONLY AT TIMES LISTED BY CONTRACTOR.
6. CONTRACTOR TO PROVIDE FOUR (4) EMPLOYEES OF WHICH ONE (1) MUST BE A WORKING SUPERVISOR. EACH EMPLOYEE WILL WORK FOUR (4) HOURS PER DAY.

**SECTION IA: KEY CONTROL**

1. THE CONTRACTOR SHALL ADEQUATELY SECURE THE KEYS, KEY CARDS, OTHER ENTRY DEVICES AND CODES PROVIDED BY THE STATE.
2. ANY SUCH ITEM WHICH BECOMES LOST, MISSING OR STOLEN SHALL BE IMMEDIATELY REPORTED TO THE DEPARTMENT SUPERVISOR BY THE CONTRACTOR.
3. SHOULD THE CONTRACTOR LOSE OR HAVE STOLEN ANY KEYS OR ACCESS CARDS ISSUED TO THE CONTRACTOR BY THE STATE, THE COST OF CHANGING LOCKS OR REPLACING KEYS OR ACCESS CARDS TO BUILDINGS, ROOMS OR AREAS ACCESSIBLE BY THE LOST OR STOLEN KEYS WILL BE DEDUCTED FROM THE CONTRACTOR'S INVOICE TO THE STATE FOR THE WORK PERFORMED UNDER THIS CONTRACT. THIS WILL ALSO PERTAIN TO CANCELLATION OF A SERVICE WHEN THE KEYS ARE NOT TURNED IN WITHIN 24 HOURS.
4. KEYS AND ACCESS CARDS FOR EACH EMPLOYEE WILL BE SUPPLIED TO THE VENDOR AT THE BEGINNING OF THE CONTRACT TERM. VENDOR WILL BE REQUIRED TO SIGN FOR ALL KEYS AND ACCESS CARDS ISSUED AT THAT TIME.

**SECTION II: EXAMINATION OF BUILDINGS:**

1. CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID.
2. FAILURE OF CONTRACTOR TO COMPLETELY FAMILIARIZE HIMSELF WITH THE BUILDING CONDITIONS AND REQUIREMENTS PRIOR TO SUBMITTING THE BID, WILL NOT RELIEVE THE BIDDER OF THE RESPONSIBILITY IN MEETING THE SPECIFICATIONS. EACH LOCATION YOU DESIRE TO BID, MUST BE SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE TO VERIFY YOUR ON-SITE INSPECTION. BY HAVING YOUR BID SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE WILL INDICATE THAT THE CONTRACTOR FULLY UNDERSTANDS THE CONDITIONS OF THE BUILDINGS AND THE CLEANING THAT IS REQUIRED TO DO A SATISFACTORY JOB. LOCATIONS WHERE ADDITIONS ARE BEING MADE TO THE BUILDING, BIDS SHOULD SHOW QUOTE FOR CURRENT OFFICE & QUOTE INCLUDING ADDITION.



### **SECTION III: TECHNICAL ASSISTANCE:**

1. CONTRACTORS ARE TO HAVE AN ADEQUATE SERVICE ORGANIZATION WITH LOCAL REPRESENTATIVES AND CLEANING PERSONNEL. THE SERVICE REPRESENTATIVES MUST BE EMPLOYED BY THE CONTRACTOR OR DESIGNATED BY HIM AS THEIR AUTHORIZED REPRESENTATIVES ON A FULLTIME BASIS AND NOT AS A SUBCONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

### **SECTION IV: SUPERVISORY PERSONNEL , EQUIPMENT AND SUPPLIES:**

1. CONTRACTOR MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE CONTRACT. THERE WILL NOT BE ANY CHILDREN UNDER THE AGE OF EIGHTEEN (18), ADULTS NOT EMPLOYED BY CONTRACTOR, OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A WORKING SUPERVISOR WILL BE REQUIRED ON-SITE 7:00AM - 11:00AM DAILY.

2. THE SUPERVISOR'S NAME, ADDRESS, SOCIAL SECURITY NUMBER AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT SUPERVISOR AT EACH LOCATION.

3. THE SUPERVISOR MUST BE A WORKING SUPERVISOR AND MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO ENSURE THE SERVICES ARE PERFORMED AS SPECIFIED.

A. IT WILL BE THE RESPONSIBILITY OF THE WORKING ON-SITE SUPERVISOR TO ORIENTATE ANY NEW CONTRACTOR EMPLOYEES AS FOLLOWS:

1. SUPERVISOR WILL PERFORM A WALK-THROUGH WITH THE NEW EMPLOYEE EXPLAINING CLEANING REQUIREMENTS AND SHOWING LOCATIONS OF ALL WASTE CONTAINERS.

2. SUPERVISOR WILL NOTIFY CHARLENE THOMAS, SAFETY OFFICER, PRIOR TO ARRIVAL OF ANY NEW EMPLOYEES IN ORDER THAT SHE MAY SCHEDULE SAFETY CLASSES.

B. WORKING ON-SITE SUPERVISOR WILL BE REQUIRED EVERY FRIDAY BEFORE 11:00AM TO WALK THROUGH EACH DIVISION ACCOMPANIED BY A DESIGNATED LABORATORY REPRESENTATIVE AND COMPLETE A PROVIDED CLEANING PERFORMANCE EVALUATION CHECKLIST.

4. CONTRACTOR MUST POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDING, AND ALSO POST A COPY OF THE CLEANING SCHEDULE IN EACH SUPPLY CLOSET.

5. CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING SERVICE.

6. DEPARTMENT MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT. NON-SLIP FLOOR FINISH WILL BE THE ONLY APPROVED FINISH FOR ALL TILE FLOORS.

7. CONTRACTOR WILL USE THE APPROPRIATE EQUIPMENT TO CLEAN THE FACILITY. THIS SHOULD INCLUDE A SLOW-SPEED BUFFER (175 RPM), A HIGH-SPEED BURNISHER (2000 RPM), COMMERCIAL GRADE VACUUM CLEANERS AND A BACKPACK VACUUM WITH DUSTING & CREVICE ATTACHMENTS AND BLOWER FOR CLEANING PATIO, DOCK, SIDEWALKS AND ENTRANCEWAYS. DEPENDING UPON THE SIZE OF THE FACILITY, THE CONTRACTOR MAY OPT TO USE AN AUTOMATIC SCRUBBING MACHINE, ULTRA HIGH-SPEED BURNISHER (2500 RPM) AND CARPET EXTRACTOR TO COMPLETE THE TASKS.

8. ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REQUIREMENTS. CONTRACTOR IS NOT ALLOWED TO USE BLEACH. MATERIAL SAFETY DATA SHEETS (MSDS) MUST BE PROVIDED FOR EACH CHEMICAL. MSDS'S WILL BE GIVEN TO THE PURCHASING DEPARTMENT OR BUILDING/OFFICE MANAGER, AS DIRECTED.



**SECTION V: QUALIFICATIONS OF CONTRACTOR . IN EVALUATING EACH CONTRACTOR, CONSIDERATION WILL BE GIVEN TO THE FOLLOWING CRITERIA: DEFICIENCY IN ANY OF THE BELOW LISTED AREAS MAY BE ADEQUATE REASON FOR BID REJECTION:**

1. EACH BIDDER SUBMITTING A BID ON THE SERVICES REQUIRED BY THIS CONTRACT IS REQUIRED TO SUBMIT WITH THEIR BID, OR BID MAY NOT BE CONSIDERED, EVIDENCE OF THEIR EXPERIENCE, QUALIFICATIONS, FINANCIAL RESPONSIBILITY AND ABILITY TO CARRY OUT THE TERMS OF THE CONTRACT. SATISFACTORY EXPERIENCE OF AT LEAST ONE (1) YEAR WITH BUILDINGS OF COMPARABLE SIZE AND FUNCTION, I.E. LARGE OFFICE BUILDINGS. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.
2. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES WITH BID.
3. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.
4. DUE TO FISCAL YEAR ENDING ON SEPTEMBER 30TH AND NEW FISCAL YEAR BEGINNING OCTOBER 1ST, PAYMENTS FOR SERVICES MAY TAKE UP TO 30-45 DAYS BEFORE CONTRACTOR RECEIVES PAYMENT FOR OCTOBER. CONTRACTOR SHOULD HAVE SUFFICIENT FINANCIAL RESOURCES TO COVER THIS TIME FRAME.

**SECTION VI: ITEMS FURNISHED BY THE STATE OR CONTRACTOR:**

1. LIGHT TUBES/BULBS WILL BE FURNISHED BY THE STATE AND BE REPLACED BY THE STATE AS NEEDED.
2. AIR CONDITIONING AND HEATING FILTERS WILL BE FURNISHED BY STATE AND CHANGED MONTHLY BY THE STATE.
3. PAPER TOWELS, TOILET TISSUE, HAND SOAP, WASTE RECEPTACLE LINERS AND LINERS FOR SANITARY NAPKIN HOLDERS WILL BE FURNISHED BY THE STATE. CONTRACTOR WILL REPLACE PAPER TOWELS, TOILET TISSUE, HANDSOAP AND RECEPTACLE LINERS. ALL DISPENSERS FURNISHED AND INSTALLED BY THE STATE.
4. INVOICE TO BE RENDERED IN TRIPLICATE AT THE END OF EACH MONTH IN ARREARS BY VENDOR. CONTACT DEPARTMENT FOR PAYMENT OF SERVICES.
5. IF CONTRACTOR IS REQUIRED TO WORK ON ANY OFFICIAL STATE OF ALABAMA HOLIDAY, HE WILL BE PAID AT A DAILY RATE FOR THE DAY/DAYS WORKED. THE DAILY RATE BEING THE MONTHLY RATE DIVIDED BY 22. THE NUMBER 22 IS THE AVERAGE NUMBER OF WORK DAYS IN A MONTH. IF THE CONTRACTOR IS REQUIRED TO WORK ON SATURDAY, OR SUNDAY, HE WILL BE PAID THE DAILY RATE. THE CONTRACTOR IS NOT TO WORK ANY OF THESE DAYS WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT.

**SECTION VII: CLEANING SCHEDULE TO BE PERFORMED BY CONTRACTOR:**

ITEMS APPLY ONLY WHERE APPLICABLE TO THE SPECIFIED LOCATION. CONTRACTOR IS TO CHECK WITH MANAGER AS TO WHAT NEEDS TO BE DONE IF DIFFERENT THAN WHAT IS LISTED BELOW. ANY CHANGES MADE BY MUTUAL AGREEMENT OF MANAGER AND CONTRACTOR MUST BE CONFIRMED IN WRITING BY THE AGENCY MANAGER TO THE CONTRACTOR AND COPIED TO THE BUYER AS AN AMENDMENT TO THE CONTRACT. ANY REQUIREMENTS IN THE COMMODITY SECTION SUPERSEDES THESE SPECIFICATIONS LISTED BELOW.

WHERE THE TERM "SANITIZE" IS USED, THE CONTRACTOR WILL CLEAN THE SURFACE WITH A PROPERLY DILUTED QUATERNARY DISINFECTANT SOLUTION.

\*\*\*\*\* D = DAILY \*\*\*\*\*

REQUIRED DAILY: ALL VACUUMS MUST HAVE BAGS DISCARDED AND/OR DIRT RECEPTICLES EMPTIED DAILY. FILTERS IN VACUUMS MUST BE CLEANED AND/OR REPLACED WHEN THEY BECOME CLOGGED OR DIRTY. ON-SITE SUPERVISOR IS TO CHECK THIS DAILY. MOPS ARE TO BE THOROUGHLY RINSED AND HUNG TO DRY. MOP BUCKETS ARE TO BE RINSED AND LEFT CLEAN. FLOORS IN LABS MUST BE DUST-MOPPED - NO SWEEPING IS ALLOWED IN LABS.

A. OFFICES AND CONFERENCE ROOM(S)

1. EMPTY WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS IN WASTEBASKETS. WASTEPAPER AND TRASH WILL BE PUT INTO TRASH CAN/DUMPSTER IN THE MAIN DISPOSAL AREA. (D)
2. VACUUM ALL CARPETS. REMOVE STAINS AS THEY OCCUR. (D)
3. DUST MOP TILE FLOORS, TAKING CARE TO GET UNDER FURNITURE AND INTO CORNERS. (D)
4. DAMP MOP TILE FLOORS TO REMOVE ALL FOREIGN MATTER AND/OR SPILLAGE. (D)
5. SANITIZE AND POLISH DRINKING FOUNTAINS. (D)
6. EMPLOYEES BREAKROOM: DUST MOP AND DAMP MOP TILE FLOORS. SANITIZE COUNTER/TABLE TOP AND SINKS. WIPE DOWN CABINETS AS NEEDED. (D)
7. USE BLOWER TO CLEAN FRONT AND BACK ENTRANCES, SIDEWALKS, LOADING DOCKS AND PATIO. PICKUP ANY DEBRIS ON THE GROUND AROUND ENTRANCES AND SIDEWALKS. (D)
8. REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY. (D)
9. IF JANITORIAL PERSONNEL UTILIZE THE HEATING OR AIR CONDITIONING SYSTEM, THEY ARE TO BE PLACED AT PROPER SETTING BEFORE LEAVING. (D)
10. ALL SUPPLY CLOSETS TO BE KEPT CLEAN AND NEAT AT ALL TIMES. (D)
11. SANITIZE ALL TELEPHONES AND RECEIVERS. (D)

B. RESTROOMS: MUST BE CLEANED EVERY NIGHT (D)

1. EMPTY ALL CONTAINERS AND DISPOSALS. (D)
2. CLEAN MIRRORS. (D)
3. SANITIZE ALL WASH BASINS, COMMODOES, TOILET SEATS, URINALS AND ADJACENT SURFACES. (D)
4. REMOVE SPLASH MARKS FROM WALLS AROUND WASH BASINS AND URINALS. (D)
5. REFILL ALL SOAP, PAPER TOWEL AND TOILET PAPER DISPENSERS, AS NECESSARY. (D)
6. DUST MOP AND WET MOP RESTROOM FLOOR USING A QUATERNARY DISINFECTANT SOLUTION. (D)
7. EMPTY AND SANITIZE INTERIOR OF SANITARY NAPKIN CONTAINER. (D)
8. EMPTY AND DAMP CLEAN ASH TRAYS. (D)
9. CLEAN TOILETS AND URINALS WITH AN ACID-TYPE BOWL CLEANER AND BOWL MOP. (D)

C. LOBBY ENTRANCEWAYS AND CORRIDORS:

1. DUST MOP AND DAMP MOP FLOORS. (D)
2. VACUUM ENTRANCE MATS AND REPLACE IN ENTRANCEWAY AFTER FLOOR HAS DRIED. (D)
3. DUST AND CLEAN TO REMOVE FINGERPRINTS FROM ENTRANCE GLASS. (D)

D. PASSENGER ELEVATORS - IF APPLICABLE

1. CLEAN ALL INTERIOR SURFACES OF THE CAR AND POLISH ALL BRIGHT METAL SURFACES. (D)



2. DUST AND DAMP MOP RESILENT FLOORS. (D)
  3. VACUUM CARPETING. (D)
  4. CLEAN ELEVATOR TRACKS. (D)
  5. CLEAN EXTERIOR OF ELEVATOR DOORS. (D)
- E. PATIO - IF APPLICABLE
1. SWEEP FLOOR THOROUGHLY. (D)
  2. EMPTY ASH TRAYS AND WET WIPE. (D)
  3. EMPTY URNS AND WASTE RECEPTACLES. (D)
  4. CLEAN TABLES, CHAIRS AND/OR PATIO FURNITURE. (D)
  5. DUST AND CLEAN ENTRANCE DOOR. (D)
- F. LABORATORY TESTING AREAS:
1. SPOT CLEAN ALL DOORS, DOOR HANDLES AND LIGHT SWITCH PLATES. (D)
  2. SPOT CLEAN WALLS. (D)
  3. REMOVE ALL NORMAL TRASH AND RELINE WASTE RECEPTACLES. (D)
  4. SANITIZE INSIDE AND OUTSIDE OF ALL WASTE RECEPTACLES. (D)
  5. REFILL SOAP AND PAPER TOWEL DISPENSERS, AS NECESSARY. (D)
  6. DUST MOP TILE FLOORS; VACUUM CARPETED FLOORS. (D)
  7. DAMP MOP TILE FLOORS WITH A QUATERNARY DISINFECTANT. (D)

\*\*\*\*\* **W=TWICE WEEKLY** \*\*\*\*\*

- A. OFFICES:
1. THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE DESK TOPS, TABLES, FILE CABINETS, WINDOW SILLS, CHAIRS, LEDGES, ETC. (W)
  2. REMOVE FINGERPRINTS FROM GLASS TOPPED DESK, DOORS, ETC. (W)
  3. REMOVE HAND PRINTS FROM AROUND LIGHT SWITCHES AND DOOR FRAME. (W)
  4. DUST ALL VERTICAL SURFACES OF DESK, FILE CABINETS AND CHAIRS. (W)
  5. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, LIGHT FIXTURES AND ANY OTHER AREAS NOT SERVICED DAILY USING BACKPACK VACUUM WITH CREVICE AND DUSTING ATTACHMENTS. (W)
  6. SANITIZE WASTE RECEPTACLES. (W)
  7. CLEAN AND POLISH BRIGHT METAL TO HAND HEIGHT. (W)
  8. CLEAN ALL GLASS IN PARTITIONS AND DOORS (BOTH SIDES). (W)
  9. SWEEP THE FLOOR IN THE STAIR WELLS. (W)
  10. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W).
- B. RESTROOMS:
1. CLEAN TOWEL CABINET COVERS. (W)
  2. REMOVE FINGERPRINTS FROM STALL DOORS. (W)
  3. CLEAN ENTRANCE DOOR. (W)
  4. SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK. (W)
  5. DUST METAL PARTITIONS. (W)
  6. DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC. (W)
  7. WASH AND SANITIZE METAL PARTITIONS. (W)
  8. SANITIZE WASTE RECEPTACLES. (W)
  9. CLEAN EXTERIOR OF PLUMBING UNDER SINKS. (W)
  10. SANITIZE EXTERIOR OF ALL CONTAINERS IN THE RESTROOMS. (W)
  1. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W).

C. LOBBY ENTRANCEWAYS AND CORRIDORS:

1. DUST LEDGES AND MOLDINGS. (W)
2. SPRAY BUFF HEAVY TRAFFIC AREAS. BUFFING SHALL INCLUDE APPLICATION OF SNAPBACK SPRAY BUFF C.S.C. JOHNSON PRODUCT # 04116.  
FLOORS MUST BE SWEEPED AND MOPPED JUST PRIOR TO BUFFING ON THIS DAY.
3. REMOVE EXCESSIVE BLACK MARKS OR SCUFFING FROM TILE FLOORS. (W)
4. CLEAN AND POLISH METAL WORK ON ENTRANCE DOORS. (W)
5. DUST AND CLEAN BUILDING REGISTER. (W)
6. KICK PLATES, PUSH PLATES AND PUSH BARS SHALL BE CLEANED AND POLISHED. ALL FOREIGN RESIDUE REMOVED ON OR AROUND DOOR AND COMPONENTS. (W)

D. STAIRWAYS - IF APPLICABLE

SWEEP OR VACUUM STAIR LANDINGS AND STEPS. DUST RAILINGS, LEDGES, VENT GRILLS, FIRE APPARATUS, DOOR AND RADIATORS. (W)

E. PATIO - IF APPLICABLE

1. DUST LEDGES AND MOLDINGS. (W)
2. CLEAN ALL GLASS (BOTH SIDES). (W)
3. SCRUB AND RINSE FLOOR THOROUGHLY. (W)

F. LABORATORY TESTING AREAS:

1. HIGH DUST ALL SURFACES ABOVE SHOULDER HEIGHT, SUCH AS THE TOPS OF DOOR FRAMES, TOPS OF DOORS, TOPS OF PICTURE FRAMES AND TOPS OF CABINETS. (W)
2. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W)

\*\*\*\*\* M=MONTHLY \*\*\*\*\*

MONTHLY: VACUUM ALL CORNERS, AND FLOOR EDGES NEXT TO BASEBOARDS WITH CREVICE AND DUSTING ATTACHMENT.

A. OFFICES AND CONFERENCE ROOM(S):

1. REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS, BASE OF COAT RACKS, BOTTOM OF TYPEWRITER STANDS, DOORS, ETC. (M)
2. SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS. (M)
3. VACUUM ALL FABRIC FURNITURE. (M)
4. THOROUGHLY VACUUM VENTS IN CEILINGS/WALLS. (M)
5. EMPLOYEE BREAK ROOM: CLEAN AROUND, ON TOP AND FRONT OF ALL APPLIANCES INCLUDING VENDING MACHINES. (M)

B. RESTROOMS:

1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
2. SCRUB CERAMIC TILE FLOORS EITHER BY MACHINE OR BY HAND. (M)



C. LABORATORY TESTING AREAS:

1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
2. IF APPROPRIATE, SPRAY BUFF ALL UNCARPETED FLOORS. (M)

**SECTION VIII: SEMI-ANNUALLY OR QUARTERLY - UNLESS OTHERWISE SPECIFIED IN BID.**

SEMI-ANNUAL SERVICE TO BE PERFORMED BETWEEN THE MONTHS OF OCTOBER AND MARCH, SECOND SERVICE BETWEEN THE MONTHS OF APRIL AND AUGUST.

NOTE: THE SEMI-ANNUAL AND QUARTERLY EVENTS OF STRIPPING AND WAXING OF THE HALLWAYS, LAB TEST AREAS AND SHAMPOOING OF CARPETS ARE TO BE SCHEDULED AT A MINIMUM OF THREE (3) DIFFERENT TIMES TO ALLOW FOR MOVING EQUIPMENT AND SUPPLIES FROM ONE AREA TO ANOTHER.

1. THOROUGHLY STRIP, RINSE AND APPLY A MINIMUM OF TWO COATS OF FINISH TO ALL FLOORS SEMI-ANNUALLY. HALLWAYS, LOBBIES, BREAK ROOMS AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY. IMPORTANT. FLOORS MUST BE CLEAN OF ALL DEBRIS BEFORE WAXING. IF DIRT AND DEBRIS ARE WAXED INTO THE SURFACE, ESPECIALLY CORNERS OR NEXT TO BASEBOARDS, FLOORS WILL BE STRIPPED AND RE-WAXED AT CONTRACTOR'S EXPENSE. CONTRACTOR WILL USE SPRAY STRIPPER SUCH AS PROBLEM SOLVER AND DOODLEBUG STRIPPING PADS FOR CORNERS AND EDGES TO REMOVE BUILD UP PRIOR TO WAXING. CLEAN ALL BASEBOARDS DURING THE STRIPPING PROCESS AND DO NOT LAY FINISH ON THEM. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED IS TO DEPEND UPON THE TYPE OF CARPET. HALLWAY AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY.
3. DUST ALL CORRIDOR WALLS UP TO THE CEILING WITH UNTREATED MOP OR VACUUM. DUST OR CLEAN CEILING VENTS. (QUARTERLY)
4. LIGHT FIXTURES TO BE CLEANED THOROUGHLY. (QUARTERLY)
5. CLEAN ALL WINDOWS. (SEMI-ANNUALLY)  
VENDOR IS RESPONSIBLE FOR THE INSIDE AND OUTSIDE OF THE FIRST AND SECOND FLOORS ONLY. INSIDE ONLY ON THE THIRD FLOOR.
6. VACUUM DRAPES. (SEMI-ANNUALLY)
7. DUST ALL BLINDS OR WASH IF NECESSARY. (SEMI-ANNUALLY)
8. CLEAN ALL BASEBOARDS THOROUGHLY WITH SOAP AND WATER. (SEMI-ANNUALLY)
9. CLEAN ALL PANELING WITH OIL SOAP. (SEMI-ANNUALLY)

**SECTION IX: ADDITIONAL SERVICES:**

A. UPON COMPLETION OF WORK EACH NIGHT, ENSURE LIGHTS ARE TURNED OFF (EXCEPT THOSE DESIGNATED TO BE LEFT ON BY THE SUPERVISOR), DOORS LOCKED, PREMISES SECURED AND EVERYTHING LEFT IN A NEAT AND ORDERLY CONDITION.

B. ALL CLEANING PROCEDURES ARE TO BE COORDINATED WITH MANAGER OF EACH OFFICE PRIOR TO SUBMITTING YOUR BID.

C. TELEPHONE SERVICE:

1. EACH CONTRACTOR SHALL PROVIDE A TELEPHONE NUMBER, TELEPHONE ANSWERING MACHINE AND/OR FAX # (NO CELL PHONES) TO ENABLE THE STATE TO GET IN TOUCH WITH THE CONTRACTOR AT ANY TIME CONCERNING JANITORIAL SERVICES. CHANGES IN PHONE NUMBERS SHOULD BE GIVEN TO THE DIVISION OF PURCHASING IN WRITING AS SOON AS POSSIBLE.

2. CALLS MUST BE RESPONDED TO AS SOON AS POSSIBLE - NO LATER THAN 24 HOURS AFTER CALL (THIS IS FOR WORK DAYS ONLY).
3. PROBLEMS MUST BE HANDLED DURING THE WORK HOURS - NOT AFTER WORK HOURS OR WEEKENDS. CALLS WILL BE CONFIRMED IN WRITING. FAILURE TO RESPOND WILL BE CONFIRMED IN WRITING.

**SECTION X: DEFAULT BY VENDOR:**

IN CASE OF A DEFAULT ON A CONTRACT AND/OR ORDER BY A VENDOR, THE STATE MAY PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS COST IN PRICE AND/OR HANDLING.

**SECTION XI: INSPECTION OF SERVICES**

- A. EACH CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARD THROUGH HIS OR HER QUALITY CONTROL SYSTEM.
- B. INCOMPLETE PERFORMANCE DISCLOSED BY STATE OR DEPARTMENT INSPECTIONS, AT THE SOLE ELECTION OF THE STATE AND UPON NOTIFICATION TO THE CONTRACTOR, THE CONTRACTOR WILL BE REQUIRED TO CORRECT OR PERFORM LATE ANY OR ALL DEFICIENCIES.
- C. THE CONTRACTOR SHALL EXPLAIN, IN WRITING WITHIN FIVE (5) DAYS, WHY PERFORMANCE WAS UNACCEPTABLE, HOW PERFORMANCE WILL BE RETURNED TO ACCEPTABLE LEVELS, AND HOW RECURRENCE OF THE PROBLEM WILL BE PREVENTED IN THE FUTURE.
- D. THE STATE MAY RE-INSPECT ANY OR ALL LOCATIONS FOR POOR PERFORMANCE, AND THE CONTRACTOR MAY BE HELD LIABLE FOR THE COST ASSOCIATED WITH RE-INSPECTION.
- E. QUARTERLY INSPECTION WITH CONTRACTOR AND DEPARTMENT OFFICIAL IS REQUIRED WITH A COPY OF INSPECTION SENT TO PURCHASING.